



**REPORTING STATUS OF AEROSPACE
EXPEDITIONARY FORCES**

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AFI 10-244, 19 February 2002, is supplemented as follows. This supplement provides procedures for those areas listed in AFI 10-244 that require MAJCOM direction. It applies to all AMC units. This supplement does not apply to Air National Guard and United States Air Force Reserve Units. Submit any change or clarification request, and supplements to this instruction to HQ AMC/DOOC, 402 Scott Drive, Unit 3A1, Scott AFB IL 62225-5302.

2.4. Air Force Major Commands (MAJCOMs/FOAs/DRUs).

2.4.1. (Added) Within HQ AMC, the overall management of the Aerospace Expeditionary Force UTC Reporting Tool (ART) and readiness reporting remains in the same channels as for SORTS data. AMC/CC will be continually updated on the status of the forces provided in the Aerospace Expeditionary Force (AEF) Libraries.

2.4.2. (Added) **HQ AMC/DO** has overall responsibility for providing Wing Commanders AMC's policy and guidance for AEF readiness reporting. HQ AMC/DO manages the oversight of the ART tool by using the current structure of monthly Resource Readiness Reviews (RRR) with all affected Functional Area Managers (FAMs) within HQ AMC. Each month, FAMs will provide HQ AMC/DOOC validation/updates to both postured and tasked UTCs contained in the AEF libraries.

2.4.3. (Added) **HQ AMC/DOOC** is responsible for tracking/managing the AEF readiness reporting requirements and for providing the AMC/DO and AMC/CC (CV) monthly updates on the status of AEF resources. As the owner of the process for AMC, AMC/DOO will recommend guidance, implement Air Staff policies and execute the daily management of the ART database. HQ AMC/DOOC will:

2.4.3.1. (Added) Ensure, on a daily basis, all wings and units update the ART database as directed by AFI 10-244 and this supplement.

2.4.3.2. (Added) Track/manage unit/wing-level ART manager appointment letters submitted for creating user accounts.

2.4.3.3. (Added) Coordinate with each functional area to ensure timelines and accuracy of data reporting.

2.4.3.4. (Added) Receive inputs from HQ AMC/XPM on current DRMD tasked UTCs and ensure the accuracy of the ART tool database through coordination with HQ AMC/DOX and all Functional Areas.

2.4.4. (Added) **HQ AMC/XPM** provides functional area expertise on manning and deployment capability. HQ AMC/XPM will:

2.4.4.1. (Added) Coordinate with FAMs, wings, and unit commanders to provide an accurate AEF library.

2.4.4.2. (Added) Provide HQ AMC/DOOCR the most current DRMD as needed to aid in identifying reporting requirements for tasked UTCs.

2.4.5. (Added) Functional Area Managers (FAMs): Each AFSC and career field in the Air Force has a designated expert at the MAJCOM level to ensure proper management of their assets. To view a list of AMC FAMs, please visit <http://www.scott.af.mil/do/doo/door/door.htm>. The FAM assigned as a UTC manager will also be responsible for the oversight of ART data for their respective organization. Each FAM is responsible for:

2.4.5.1. (Added) Ensuring UTCs are postured in the AEF libraries to reflect accurate unit sourcings, deployment windows and enabler capabilities.

2.4.5.2. (Added) Ensuring unit sourcing/tasking does not exceed authorized manning. The FAM will work closely with HQ AMC/XPM to track and update sourcing requirements as needed.

2.4.5.3. (Added) Coordinating with HQ AMC/DOX and AEFC to ensure the AEF Libraries are updated/current as required.

2.4.5.4. (Added) Assisting HQ AMC/DOOC in validating ART data on a monthly basis for applicable senior leadership readiness briefings.

2.7.3.1. Designate a primary and alternate wing ART POC, in writing, by letter or e-mail. Submit the letter to the MAJCOM ART POC. Letter will include name, rank, organization, DSN, classified and unclassified e-mail addresses, and supervisor's name and e-mail address. A classified e-mail address must be included before write access to the ART is granted.

2.7.3.6. (Added) Wing Commanders are responsible for publishing and maintaining a wing supplement to support local requirements to identify wing agencies responsible for assisting units with ART reporting and to provide continuity during personnel turnovers. Provide a copy of wing supplement to HQ AMC/DOOC via appropriate electronic media. The following outline will be used as a baseline for preparing the wing supplement:

2.7.3.6.1. (Added) Written Guidance: Specify regulatory guidance that must be available at each ART reporting unit.

2.7.3.6.2. (Added) Responsibilities: Clearly specify responsibilities for individuals (i.e., wing commander, group commander, unit commander, section chiefs, etc.) involved in preparing and ensuring the accuracy of unit ART reports.

2.7.3.6.3. (Added) Distribution and Reporting Requirements: Describe all locally devised forms that must be used, if any, by local reporting units for gathering data.

2.7.3.6.4. (Added) Training: Specify training requirements for ART POCs identifying mandatory criteria and time schedules.

2.7.3.6.5. (Added) Reporting Procedures: Include step-by-step procedures accomplished in compiling and submitting ART reports. Recommend the responsibility to load the information into the ART be delegated to the lowest level (i.e. the unit ART POC). Suggest wings make every effort possible to provide SIPRNET access to unit ART POCs, so units can submit their own reports directly into the ART.

2.7.3.7. (Added) Unit commanders will establish procedures to review the reports or a summary of the reports for all units, under that wing supporting AEWs/AEFs and enablers.

2.7.3.8. (Added) Wing ART POCs will collect and compile unit's reports into a suitable format for wing commander and key staff review/presentation.

2.7.3.9. (Added) Wing ART POCs will maintain a listing of all wing and unit level write-access-approved ART OPRs.

2.7.3.9.1. (Added) The wing ART POC will maintain a consolidated listing of unit ART POCs and notify the MAJCOM POC whenever changes occur, especially POCs to be removed from the write-access list. Wing ART POCs will maintain copies of current appointment letters with unit commander signature, for all unit ART monitors.

2.7.3.9.2. (Added) At a minimum, ART POC listings are required to be reviewed quarterly for accuracy and for personnel that have departed station or no longer require write access.

2.7.3.10. (Added) Wing ART POCs will disseminate correspondence of interest (i.e., ART policy messages, etc.) to unit commanders and unit ART POCs, if required, in a timely manner to ensure prompt response to HHQ requirements.

2.7.3.11. (Added) Establish and maintain ART continuity folder (s) or binder (s) containing at a minimum the following documents:

2.7.3.11.1. (Added) Copies of the appointment letters for wing and unit ART monitors.

2.7.3.11.2. (Added) A downloaded ART report containing the units under the wing used to compile the wing commander's presentation, or copies of current unit ART reports/worksheets if the unit submits the worksheets, or other supporting documentation, to the wing ART POC for entry into the ART

2.7.3.11.3. (Added) HHQ guidance, letters, messages, etc.

2.7.3.11.4. (Added) Training program for wing and unit ART monitors complete with training materials, sample worksheets, and documentation of completed training.

2.7.4.2.1. (Added) Unit Commanders will designate a primary and alternate unit ART POC, in writing, by letter or e-mail. Submit the letter to the MAJCOM ART POC, AMC/DOOC with a copy going to the wing ART POC. Letter must include names, ranks, organization, DSN, and classified and unclassified e-mail addresses. A classified e-mail address must be included for write access to the ART to be granted.

2.7.4.9. (Added) . Unit commanders shall establish procedures to ensure all concerned offices coordinate on, or provided the required worksheets/data, to the unit ART POC prior to submission of the ART report to the unit commander for approval.

2.7.4.10. (Added) Unit commanders must be continually cognizant of current and projected resource status in order to provide accurate GWD projections when submitting ART assessments.

2.7.4.11. (Added) Unit commanders must establish procedures to accurately gather, prepare, validate, and submit ART assessments to the wing POC in a timely, efficient manner.

2.7.4.12. (Added) Establish and maintain ART continuity folder (s) or binder (s) containing the following documents:

2.7.4.12.1. (Added) Appointment letter for unit ART monitors.

2.7.4.12.2. (Added) A copy of current unit ART assessment(s) submitted to the wing POC to include worksheets plus all other supporting documentation used to compile the ART report.

2.7.4.12.3. (Added) HHQ and Wing guidance, letters, messages, etc.

2.7.4.12.4. (Added) Training program for squadron/unit ART monitors complete with training materials, sample worksheets, and documentation of completed training.

3.5.3. Red = No Go. The UTC has a missing or deficient capability that prevents the UTC from being tasked and accomplishing its mission in a contingency and/or AEF rotation based on the UTC MISCAP statement. However, residual capability with the UTC may still be capable of supporting its theater specific tasking.

3.5.3.1. (Added) If a UTC cannot meet all or part of its MISCAP during an IG inspection, it will receive an “Unsatisfactory” or “Marginal grade”. The affected unit will change the UTC’s ART status to reflect the inspection result, and the reason recorded in the remarks with an associated Get Well Date. HQ AMC/IG will forward “Unsatisfactory” and “Marginal” UTCs to HQ AMC/DOOC to ensure accurate ART reporting. Once corrective actions have been completed and the Wing/CC or equivalent determines the UTC can meet its full MISCAP, unit will return the UTC ART status to “Green.”

3.8. All AMC and AMC gained units will submit and update the overall UTC health assessments every 30 calendar days but not later than the 15th of each month. Dates that fall on a weekend or holiday will be adjusted to next duty day.

4.2.2.5. (Added) **Wing Commander:** Wing commanders play a critical role in certification. They certify UTCs tasked-to-deploy and or sourced on a PTDO have the personnel, training, supplies and serviceable equipment to perform their mission. They also certify that all deploying personnel have completed their mobility requirements. Wing commanders have visibility over wing resources that may fulfill a unit commander’s projected shortfall and they provide a final check for requested shortfalls, reklamas and waivers.

4.2.2.6. (Added) Wing commanders will prepare a Wing Commander Certification Message. The certification message documents the wing commander’s certification of UTCs tasked to deploy and/or sourced in a PTDO. It documents unit participation in significant training exercises such as RED FLAG, MAPLE FLAG, and COPE THUNDER. **Figure 4.2 (Added)** is a template for AEF or AEW Wing Commander Certification Message. Wing commanders will forward the Certification Message via SIPRNET to the NAF commander 6 weeks prior to AEF/AEW deployment eligibility window. Dates that fall on a weekend or holiday will be adjusted to next duty day.

Figure 4.2 (Added) Wing Commander Certification Message.

SUBJECT. AEF __/__(and AEW __) Cycle (Base) Wing Commander Certification Message

1 I have reviewed the (Wing) UTCs tasked to deploy in AEFs __ and __ and/or those sourced in the PTDO (for AEW __) Based on the inputs of my unit commanders, I certify that these UTCs possess or have access to the personnel, training, supplies and serviceable equipment to perform their missions.

2 (If applicable) During the preparation phase, (Wing) units participated in a variety of spin-up events Significant preparatory activity is listed below

Unit

Spin-up Event

3 Any additional comments relevant to the certification process When reporting UTC shortfalls, Wing and NAF Commander certification messages must include Unit ULN/UTC, requirement, shortfall and GWD

4.2.3. MAJCOMs

4.2.3.2. To meet the AEF certification requirements of AFI 10-244, HQ AMC established the following certification process:

4.2.3.2.1. (Added) **120 days prior to AEF Start Date (Timeline: Feb, May, Aug, Nov)** . DRMD will flow to the units approximately 120 days prior their vulnerability period. HQ AMC/XPM will send the completed DRMD and associated changes/updates as needed to HQ AMC/DOOCR and the NAFs. DOOCR will correlate DRMD tasking data with those UTCs postured in the AEF library/ART tool to provide the appropriate staff agencies within HQ AMC timely and accurate information. In addition to accomplishing the monthly UTC health assessments for ALL UTCs postured in the AEF libraries, units will assess the taskings and compare them against the libraries for accuracy. If discrepancies are noted between other deployment tasking databases and the AEF TPFDD loaded in ART, it is incumbent on the unit to research the disconnect and coordinate with the applicable FAM for resolution. Units will change the “TASKED YES/NO” field to “YES” for the corresponding UTC in the ART tool and indicate if the UTC can meet the theater-specific requirements within 5 duty days of receiving the DRMD or PTDO.

4.2.3.2.2. (Added) **90 Days Prior Date (Timeline EOM: Feb, May, Aug, Nov)**. HQ AMC/DOOCR will provide a composite briefing to AMC/DO during the monthly Resource Readiness Review (RRR) process. This briefing will include an overview slide for upcoming AEFs of all Red/Green/Yellow sourced UTCs, Personnel Tasked in upcoming AEFs, Aircraft UTCs in Upcoming AEF, and then break out the tasked UTCs that are RED or cannot meet theater-specific requirements (notes provided by functional manager).

4.2.3.2.3. (Added) **6 Weeks Prior To AEF Start Date:** HQ AMC/DOOCR will continue to brief the AMC/DO at the RRR briefing. IAW the direction in AFI 10-244, units will submit their certification to Wings and Wings will submit their certification to NAFs NLT 6 weeks prior to their vulnerability period.

4.2.3.2.4. (Added) **5 Weeks Prior To AEF Start Date:** HQ AMC/XPM will send the completed DRMD to HQ AMC/DOOCR. NAFs will submit their certification to HQ AMC. IAW the direction in AFI 10-244, NAFs will submit certification via Classified Email to HQ AMC/DOOC.

4.2.3.2.5. (Added) **4 Weeks Prior To AEF Start Date:** HQ AMC/CC or designated representative will submit MAJCOM certification message to AEFC IAW AFI 10-244.

4.2.3.3. (Added) **NAF Commander:** NAF Commanders will use ART to validate their UTCs that are tasked to deploy or placed on a PTDO. NAF-level validation means the NAF commander has reviewed the wing commander's ART inputs and is confident that it presents a true picture of the wing's capability. In addition to ART inputs, are the wing commander's shortfall, reclama and waiver requests consistent with known resource or personnel limitations? Validation also includes documenting readiness deficiency trends and forwarding them to MAJCOM commanders.

4.2.3.3.1. (Added) NAF commanders will prepare a NAF Commander Validation Message. The validation message is a consolidated picture of the NAF and formalizes the NAF commander's review of the UTCs tasked to deploy and sourced in a PTDO. It documents unit participation in significant training exercises such as RED FLAG, MAPLE FLAG, and COPE THUNDER. The message must also include deficiencies and the wing's get well plan. **Figure 4.3. (Added)** is a template for AEF or AEW NAF Commander Validation Message.

Figure 4.3. (Added) NAF Commander Validation Message.

SUBJECT AEF __/__(and AEW __) Cycle __ NAF Commander Validation Message	
1 I have reviewed the __ AF forces tasked to deploy in AEFs __ and __ and/or those sourced in the PTDO (for AEW __) Based on the inputs of my unit commanders, I certify that these UTCs possess or have access to the personnel, training, supplies and serviceable equipment to perform their missions	
2 (If applicable) During the preparation phase, (Wing) units participated in a variety of spin-up events Significant preparatory activity is listed below	
<u>Unit</u>	<u>Spin-up Event</u>
3 Any additional comments relevant to the certification process When reporting UTC shortfalls, Wing and NAF Commander certification messages must include Unit. ULN/UTC, requirement, shortfall and GWD	
//	
First M I Last Name	
Lieutenant General , USAF	
Commander, __AF	

4.2.3.3.2. (Added) NAF Validation process. Throughout the process, NAFs are encouraged to check the status of deployments through each Wing and HQ AMC Functional Manager as required to ensure NAF leadership is aware of potential shortfalls or any issues that need to be addressed by the MAJCOM.

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